

PARKS SUPERVISOR

FUNCTION OF THE JOB

Under direction, to perform work involving the organization, direction, supervision, and operation of parks systems, equipment, and facilities and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Organizes, directs, coordinates, and supervises the operation of all parks, parkways, golf courses, Exposition Center, ice arenas, equipment, and facilities under the jurisdiction of the Waukesha County Parks system.
2. Makes recommendations concerning parks system developments, facilities, improvements, and program services to provide more efficient maintenance and parks system usage.
3. Inspects parks system facilities and equipment to ensure that they are being properly operated and maintained.
4. Reviews the scheduling of field personnel for the entire parks system.
5. Establishes maintenance priorities and schedules.
6. Selects, supervises, and evaluates employees; and recommends appropriate disciplinary measures.
7. Directs the orientation, training, and instruction of employees in the proper performance of their duties.
8. Makes recommendations for improvements to existing policies and procedures as related to the efficient and economical use of manpower, equipment, and services.
9. Establishes safety practices, procedures, regulations; and maintains safety measures.
10. Directs and coordinates the proper maintenance of park vegetation.
11. Approves purchases and oversees the maintenance of the equipment, inventory, materials, supplies, and tools.
12. Submits budget estimates, oversees and writes technical specifications for budget outlay items, assists in the preparation of the department budget, and executes approved expenditures.
13. Supervises the enforcement of all parks system rules and regulations.
14. Establishes and maintains effective working relationships with the staff, other organizations, and the public.
15. Keeps records and makes oral and written reports.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of current methods of development, management, and care of parks system, and related areas.
2. Comprehensive knowledge of the practices, procedures, tools, materials, and equipment used in parks system maintenance work.
3. Comprehensive knowledge of administrative, managerial, budgeting, and supervisory principles and practices.
4. Considerable knowledge of the operation, care, and repair of maintenance equipment and tools.
5. Working knowledge of forestry and horticultural practices.
6. Working knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
7. Ability to develop, operate, and maintain parks system properties.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

8. Ability to select, organize, direct, and supervise parks system maintenance work and employees.
9. Ability to train employees in duties and in safety practices and procedures.
10. Ability to utilize word processing, database and spreadsheet programs.
11. Ability to establish and maintain effective working and public relationships.
12. Ability to keep records and make reports.

Training and Experience

1. High school graduation or GED equivalent.
2. Five years of experience in parks or golf course maintenance, administration, or planning, two years of which were in a second-level or supervisory capacity.
3. Recognized post high school education with specialization in parks management, horticulture, landscape architecture, forestry, or a directly related field may be substituted on a year-for-year basis up to three years of the general work experience.